

REVISED ATTACHMENT 14 (Effective April 15, 2010)

PERSONALLY PROCURED MOVEMENT OF HOUSEHOLD GOODS

A14.1. INTRODUCTION. The personally procured method of HHG transportation is available to military members and the next of kin of a deceased member. The personally procured method allows members to personally procure HHG transportation and/or NTS when they have an entitlement to ship or store HHG in connection with a PCS move, special storage, local move, etc. A member can use any privately owned vehicle, direct hire or rental of a conveyance (with or without operator) to move HHG. Reimbursement of actual costs or monetary allowance is limited to what it would cost the Government to move the actual weight shipped/stored not to exceed the member's maximum authorized weight allowance. Under no circumstances is the use of a Government owned and/or leased vehicle authorized for use. This method allows members to personally procure transportation and/or NTS of HHG for either:

A14.1.1. Reimbursement of actual cost incurred when Government transportation is not available and directed by PPSO/PPPO to personally procure transportation for weight moved up to the member's maximum authorized weight allowance,

A14.1.2. Reimbursement of actual cost incurred not to exceed the Government Constructed Cost (GCC) for weight moved up to the members maximum authorized weight allowance, or

A14.1.3. A monetary allowance equal to 95% of the GCC.

NOTE: Under option A14.1.2, reimbursement must not exceed 100% of the GCC. Under option A14.1.3. reimbursement cannot exceed 95% of the GCC. If the member's actual cost exceeds 95% of the GCC then the member can choose option A14.1.2, and then it's not to exceed 100% of the GCC.

***A14.2. PERSONALLY PROCURED PROCEDURES.** The PPSO/PPPO provides members information on the methods and procedures for performing a personally procured move. Advise members that they may choose one or a combination of the methods below, either alone or in conjunction with a Government arranged move. The PPSO/PPPO also prepares a Letter of Non-Availability or DD Form 2278, whichever is applicable. (Figures A14.1)

A14.2.1. (U5320-D1) Government Procured HHG Transportation and/or NTS Not Available.

***A14.2.1.1. Reimbursement.** A member, who is directed in writing by the PPSO/PPPO to personally procure transportation and/or NTS of HHG because the PPSO is unable to procure Government contractual services (GBL, DPM, etc), is authorized reimbursement of actual costs for shipment/storage of up to the member's maximum authorized HHG weight allowance. The PPSO/PPPO will elevate the request to the appropriate MAJCOM. MAJCOMs will forward the request to HQ USAF A4LE for ultimate authorization.

NOTE: This method can be extremely costly and should only be applied in circumstances where no transportation services are available.

*A14.2.1.2. Personally Procured Authorization. The PPSO/PPPO provides authorization in the form of a Letter of Non-Availability (Figure A14.1) to the member when directing a member to personally procure transportation and/or NTS of HHG for Actual Cost Reimbursement under JFTR, para. U5320-D1.

*A14.2.1.3. Advance Authorization. When a PPSO/PPPO directs a member to personally procure transportation and/or NTS, the member may be provided an advance monetary allowance equal to the constructed expenses for transportation (JFTR, para. U5319, item 1), to ship the member's HHG not to exceed the full JFTR weight allowance. The member must provide a copy of the carrier's estimated expenses, the Letter of Non-Availability and a copy of the order to the appropriate finance office for the advance.

A14.2.1.4. (U5340-E) Special Routing and Services. Any special routing and services requested under this section *are not* included as part of the actual cost and are not reimbursable.

A14.2.2. (U5320-D2) Government Procured HHG Transportation and/or NTS Available.

*A14.2.2.1. (U5320-D2a) Reimbursement of the Actual Cost not to exceed the GCC Transportation and/or NTS. A member who desires to personally procure transportation or NTS of HHG is authorized reimbursement of actual costs, not to exceed the GCC for actual weight moved up to the member's maximum authorized weight allowance. The GCC includes all authorized charges that would have been used to procure government contractual services outlined in the applicable SDDC tender, DPM contract or NTS Tender of Service (TOS) at point of origin). Payment of accessorial charges may be authorized/approved when charges would have been authorized during a Government-arranged move and all applicable tariff approval rules have been met. The cost of any accessorial services do not apply in the calculation of the GCC. Payment of an accessorial is in addition to the payment not to exceed GCC under the provisions of U5320-D2a.

*A14.2.2.1.1. Personally Procured Authorization. When a member requests to personally procure transportation and/or NTS of HHG, the PPSO/PPPO issues a DD Form 2278.

*A14.2.2.1.2. Advance Authorized. When a member desires to personally procure transportation and/or NTS, the member may be provided an advance monetary allowance equal to the constructed expenses, not to exceed 100% of the GCC (JFTR, par. U5319 item 2). The member must provide a copy of the written estimate to the PPSO/PPPO. If the member does not want an advance monetary allowance, the PPSO/PPPO enters "N/A" in applicable block under 8.a. on the DD Form 2278.

*A14.2.2.2. (U5320-D2b) Payment of Monetary Allowance. A member who desires to personally procure transportation and/or NTS of HHG may choose to receive a monetary allowance equal to 95% of the GCC for actual weight moved up to the member's maximum authorized weight allowance. GCC includes all authorized charges that would have been used as outlined in the applicable SDDC tender. For local moves the PPSO/PPPO uses the applicable local move contract rate.

***NOTE: Payment of accessorial services is not authorized for personally procured moves performed under the monetary allowance/U5320-D2b option.**

*A14.2.2.2.1. Personally Procured Authorization. When a member requests to personally procure transportation and/or NTS of HHG, the PPSO/PPPO issues a DD Form 2278.

*A14.2.2.2.2. Advance Authorized. Under this option if a member desires to personally procure transportation and/or NTS of HHG for a monetary allowance, the member may be provided an advance monetary allowance equal to 60% of the 95% GCC based on an estimated weight provided by the member not to exceed the member's JFTR weight allowance. (JFTR, para. U5319 item 3). If the member does not want an advance monetary allowance, the TMO enters "N/A" in applicable block under 8.g on the DD Form 2278.

*A14.2.2.3. (U5320-D2c) Use of Mail or Small Package Service. The JFTR limits items sent via small package service arrangements to an actual cost reimbursement not to exceed the GCC for the actual weight of HHG transported. No monetary allowance option is allowed for personally procured shipments arranged using a small package service to include the postal service. In computing the GCC ceiling for actual cost reimbursement basis, use the 400NG tender for domestic shipments and the applicable surface SFR from the International Tender.

*A14.2.2.4. (U5320-D2d) Temporary Storage. The JFTR limits temporary storage to an actual cost reimbursement not to exceed the GCC for actual weight stored.

*A14.2.2.4.1. The member may make arrangements for temporary storage, not to exceed 90 days. The member should be advised that prior to reimbursing for temporary storage, the circumstances must meet the intent for normal approval of SIT for a Government-arranged move. For example, the Government typically does not reimburse for temporary storage en-route except under extreme circumstances such as a member receiving notice of a reassignment. The member should also be advised by the PPSO/PPPO during counseling that he/she is responsible for coordinating storage and payment directly with the company providing storage. The member may later request reimbursement, not to exceed 90 days. If additional storage is required, the member may request approval of an additional 90 days storage reimbursement from the PPSO/PPPO. If approved, the PPSO/PPPO must document the approval using DD Form 1857 in 90-day increments IAW established SIT criteria outlined in the JFTR, Air Force Supplement to the JFTR/JTR and the DTR, Part IV. The PPSO/PPPO may assist the member in arranging for temporary storage if requested by the member by putting property in SIT at Government expense and paying for storage/delivery using invoicing procedures (purchase agreement). Any storage facility must be a licensed business.

*A14.2.2.4.2. Temporary storage reimbursement is limited to the first day and each additional day of SIT. A member may be reimbursed for warehouse handling and delivery out provided receipts show services were performed.

*A14.2.2.4.3. In order to qualify for temporary storage reimbursement, the household goods must be physically removed from the vehicle and placed into a commercial warehouse. SIT is not reimbursed for a member who negotiates a direct delivery with a commercial company, and

the commercial company elects to hold the household goods on a vehicle at a residence or other location. For personally procured moves using portable moving and storage containers, the household goods do not need to be removed from the container. However, temporary storage will only be reimbursed when the container is stored at the company's storage center/facility not at the member's origin or destination residence. In addition, some portable moving and storage container companies advertise an initial period of storage at no extra charge to the member. In those instances, temporary storage at the company's storage center during this "no extra charge" period will not be reimbursed.

A14.3. (U5380) NON-TEMPORARY STORAGE. Storage facilities authorized for use in the long-term storage of HHG consist of commercial warehouses or self-storage facilities where the general public may store property (For example, storage in a private residence or garage or on a private lot does not constitute storage at a commercial facility).

*A14.3.1. The PPSO/PPPO must use the lowest applicable rates contained in the current TOS modification, (i.e., Packing, Handle In, Drayage-In, Handle Out, and Storage).

A14.3.2. Member can obtain advance monetary allowance or reimbursement for the initial storage. Monthly storage charges may be reimbursed quarterly or at the end of the authorized storage period.

*A14.3.2.1. The member must submit paid storage receipts to the nearest PPSO/PPPO along with a copy of a letter showing the monthly storage rate.

*A14.3.2.2. The PPSO/PPPO computes the storage charges using the GCC monthly rate times the number of months paid by the member.

*A14.3.2.3. PPSO/PPPO completes by identifying the government's maximum reimbursement.

***A14.4. COUNSELING.** It is imperative that members, in receipt of orders, obtain counseling/authorization for their moves. Opportunities exist for the member to counsel in preparation for a personally procured move either in person at a PPSO/PPPO or on-line.

*A14.4.1. PPSO/PPPO bases the reimbursement and/or monetary allowance computations on estimated weight provide by the member or actual, constructed, or authorized JFTR weight allowances transported, whichever is less.

A14.4.2. Advise members where to find Government and commercial scales.

A14.4.3. Inform member that acceptable tare and gross weight tickets as described in paragraph A14.7 must be submitted for final processing of reimbursement and/or monetary allowance payment.

*A14.4.4. The PPSO/PPPO should always brief the member that he/she is subject to excess cost for all transportation costs arising from the situations listed in JFTR, para. U5340.

*A14.4.5. The PPSO/PPPO bases the monetary allowance on the remaining balance of the member's JFTR weight allowance when multiple shipments are involved. The PPSO/PPPO should wait until actual weights of other Government-arranged shipments are known prior to closing out a PPM for payment.

A14.4.6. Active-duty, retired, or separated members may obtain advance monetary allowances to defray expenses (see paragraphs A14.2.1.3, A14.2.2.1.2, A14.2.2.2.2, and A14.3.2.).

***A14.5. VEHICLES AND EQUIPMENT.** There are no restrictions as to the type of POV or equipment used to perform personally procured transportation of HHG. Government owned vehicles are not authorized under this program.

*A14.5.1. A member who uses a personally owned utility trailer for an authorized personally procured move may include the weight of the utility trailer in the total weight only if it meets the definition of a utility trailer in the household goods section of JFTR Appendix A, Part 2.

*A14.5.1.1. Associated trailers, as defined in the household goods section of JFTR Appendix A, Part 2, excluding camper or horse trailers constitute HHG and the weight may be included.

*A14.5.1.2. The member or member's dependent must own the trailer prior to the effective date of the PCS or TDY order.

*A14.5.2. Reimbursement and/or a monetary allowance is authorized for HHG moved in personally owned car-top carrier that would be accepted for shipment by a carrier. However, the weight of a rented or borrowed car-top carrier for GCC cost computations is not authorized.

*A14.5.2.1. The weight of a camper or POV with a previously installed camper shell, built-in HHG and any other previously installed equipment is to be included in the tare weight of a personally procured HHG move.

*A14.5.2.2. Tare weight is defined as the weight of the POV and/or rental equipment as the weight of the vehicle with all pads, furniture dollies, hand trucks, ramps, and other equipment required to transport HHG.

*A14.5.2.3. Packing, crating materials, drivers or passengers cannot be in vehicles at the time of tare weighing. Drivers and passengers cannot be in the vehicle at the time of fully-loaded weighing.

***A14.6. SHIPMENT WEIGHT.** Weight tickets that do not contain all increments of data in accordance with A14.14, but appear valid and reflect the actual weight moved, must be processed for a monetary allowance when verified by the PPSO/PPPO.

*A14.6.1. Tell members where to submit weight tickets and other required paperwork to get GCC and reimbursement and/or monetary allowance.

*A14.6.2. PPSO/PPPO may authorize/approve the use of constructed weights prior to the performance of the personally procured move when circumstances listed in JFTR, par. U5320-D3b, apply. For example:

*A14.6.2.1. Government move would be paid on the basis of a factor other than weight.

*A14.6.2.2. Scales are not available. (i.e., from/to/between Government quarters)

*A14.6.2.3. Public and Government scales are closed because of time of day or holiday.

*A14.6.3. Prior to approving the use of constructed weights for shipments described above, PPSO/PPPO must obtain a properly completed inventory of property. (*PPSO/PPPO may use and print from the on-line weight estimator at the www.move.mil web site.*) This establishes constructed weight *BEFORE* the move is performed. The PPSO/PPPO certifies the inventory to ensure all items listed qualify as HHG and that calculations are correct.

*A14.6.4. In other cases when a member cannot get weight tickets because of unusual circumstances the Installation Transportation Officer, Squadron Commander, Chief of Transportation or JPPSO Director/Deputy Director may authorize/approve the use of constructed weights. In those instances the following documentation is required to support determination:

*A14.6.4.1. Weight estimator signed by the member and certified by the PPSO/PPPO.

*A14.6.4.2. Member certification that the listed property was transported during the move.

*A14.6.4.3. A letter, from the member, explaining the reason weight tickets were not available.

*A14.6.4.4. Copy of DD Form 2278.

*A14.6.4.5. Copies of applicable travel orders, including any amendments.

*A14.6.4.6. Legible copy of the vehicle rental contract if applicable.

*A14.6.5. If a member includes PBP&E (JFTR, para. U5310-C) in the personally procured move, a detailed list must be provided to the PPSO/PPPO at the time of counseling. Previous estimates, inventories or lists are not acceptable. This list must be authorized/approved by PPSO/PPPO or designated representative using the cubic foot method. A weight estimator may be used to calculate PBP&E weight. This establishes the PBP&E weight to be deducted from the member's JFTR weight allowance only and has nothing to do with computing the weight moved. Attach a copy of the approved list to the DD Form 2278 and retain copy in member's case file.

*A14.6.5.1. PBP&E list must contain property as defined in JFTR, Appendix A for member and member's dependent spouse.

*A14.6.5.2. PBP&E is computed using 40 pounds per cubic foot.

*A14.6.6. Compute the estimated GCC based on a member's estimated weight to include PBP&E. Advise members that FSO pursues' collection action to recover any payment received if all requirements have not been completed.

***A14.7. DOCUMENTATION.** A DD Form 2278 computing GCC will be prepared in conjunction with a PPM. This information provides the member with an estimated dollar amount for reimbursement and/or monetary allowance.

*A14.7.1. Using applicable rates from the Defense Personal Property System (DPS), local move contract or NTS TOS, complete appropriate DD Form 2278 not to include the GCC certification section or Letter of Non-Availability.

*A14.7.1.1. Prepare two sets of documents for a round-trip TDY.

*A14.7.1.2. Advise members to provide separate weight tickets for each segment of their moves.

*A14.7.2. If the member does not return the required weight tickets and Letter of Non-Availability or DD Form 2278 within 45 days, the PPSO/PPPO must advise the appropriate FSO, in writing, to take collection action of any advance monetary allowance if appropriate.

*A14.7.2.1. If the member later provides acceptable weight tickets, the PPSO/PPPO processes the paperwork for payment.

*A14.7.3. If a member makes a local-vicinity or NTS move under the personally procured method, within or outside CONUS, the PPSO/PPPO uses the rate and minimum specified in the local contract times the actual weight or member's weight allowance, whichever is less.

EXCEPTION: Moves made incident to JFTR, pars. U5355-C, U5355-D1, U5355-D2, U5380-G1 and U5380-G2 are authorized without regard to the member's prescribed weight allowance.

*A14.7.4. For shipments releasing from NTS, a legible copy of the storage contractor's inventory must be used by the member to check for overages, shortages, or damage. If damage exists or if an item is short, a DD Form 1840, Joint Statement of Loss or Damage at Delivery, is prepared. Both parties (member and warehouseman) must sign and date the DD Form 1840, each retaining a legible copy for their respective files. If there is no indication of loss or damage at the pick-up point (i.e., no DD Form 1840 initiated), the member assumes all responsibility for loss or damage.

***A14.8. INSURANCE COVERAGE.** The PPSO/PPPO advises members of their rights to file claims with the Government for loss or damage under the Military Personnel and Civilian Employees' Claims Act (Title 31 U.S.C. sections 3701 and 3721). Claims are generally only paid for those damages incurred due to circumstances beyond a member's control (vehicle accidents, leakage, fires, or thefts in which the member is free of negligence). Members may want to consider buying private insurance to cover HHG being transported if they believe the basic valuation coverage by the government (\$40,000.00) is not enough to cover the value of their property. This added protection may be especially important if the member is moving items for which the government may pay limited maximum amounts if lost or damaged. Cost of additional

insurance is not reimbursable. Members should contact the Air Force Claims Service Center for information on maximum amounts.

*A14.8.1. The PPSO/PPPO advises members who plan to use a trailer for a personally procured move to check their automobile insurance policy to determine if they are properly covered in case of loss or damage. Some automobile insurance companies extend coverage when trailers are towed behind a POV; others may not. The member must procure additional insurance if required. The Government does not reimburse insurance cost.

*A14.8.2. The PPSO/PPPO advises members that if they are involved in accidents, the other parties may file claims against the members or their insurance companies. In such cases, the law of the state where the accident occurs determines liability.

*A14.8.2.1. Some courts have determined that members operating privately owned or rented vehicles on change-of-station moves are not acting within the scope of their employment. Thus, they may not be protected by the Federal Tort Claims Act, Title 28 U.S.C. §2679(b). As a result, members may be held personally liable if they have inadequate insurance coverage to satisfy all damage and third-party injury claims or lawsuits resulting from an accident.

*A14.8.2.2. If a member is involved in an accident, he or she should notify the staff judge advocate at the nearest military base about the accident as soon as possible.

A14.9. PERSONALLY PROCURED MOVES OCONUS.** A member may personally procure HHG shipment services to and from OCONUS. However, the PPSO/PPPO should advise the member that if choosing to personally procure transportation of HHG to an OCONUS area, that he/she is entirely responsible for all issues related to the Status Of Forces Agreement (SOFA), import/export processes, tariffs, customs, etc. ***PPSO/PPPO'S SHOULD DISCOURAGE THIS UNLESS THE MEMBER IS THOROUGHLY FAMILIAR WITH INTERNATIONAL REQUIREMENTS.

***A14.10. UNAUTHORIZED ITEMS.** See JFTR, Appendix A for definition of HHG.

*A14.10.1. If members choose to move unauthorized/hazardous items with their personally procured shipment, they may do so only after establishing the net weight of the authorized items contained within the shipment.

*A14.10.2. Members who include unauthorized/hazardous items in the weight of their personally procured moves may forfeit their monetary allowance or reimbursement and have their case files turned over to appropriate authorities for review.

***A14.11. COMBINED SHIPMENTS – MILITARY MARRIED TO MILITARY.** A husband and wife who are both military members may ship or store their combined JFTR authorized weight allowances. A copy of each member's order is required.

*A14.11.1. Prepare two DD Form 2278s (one for each member).

*A14.11.2. The PPSO/PPPO authorizes each member half the operating allowance based on combined total estimated weight and each member gets half the incentive payment based on combined total actual weight moved.

***A14.12. LETTERS.**

*A14.12.1. Letter of Non-Availability (PPSO not available - letter from PPSO/PPPO stating why government procured transportation is not available. (Figure A14.1)

***A14.13. MEMBER RESPONSIBILITIES.** Members must obtain weight tickets for all personally procured moves, regardless of weight allowance.

*A14.13.1. State approved scales should provide weight tickets that contain the following information:

*A14.13.1.1. Complete name and location of the scale.

*A14.13.1.2. Date of each weighing.

*A14.13.1.3. Identification of weight entries as tare, gross, or net weights.

*A14.13.1.4. Company or carrier identification of the vehicle or license number of POV required.

*A14.13.1.5. Member's name.

NOTE: Weight tickets that only contain segments of the information prescribed above, yet appear to be valid and reflect the actual weight moved, must be processed for monetary allowance payment when verified by the PPSO/PPPO.

*A14.13.2. Axle scale weights are permitted when local or state law does not otherwise restrict them.

*A14.13.3. Members may obtain weight tickets at Government, commercial or public scales certified for use within the state.

NOTE: Typically, roadside scales located at interstate highway weigh stations do not meet requirements for certified scales and or certified weigh masters.

*A14.13.4. Members provide the original DD Form 1351-2 to the paying FSO identified in block 4h of the DD Form 2278.

*A14.13.5. Complete Personally Procured Checklist and Certification of Expenses.

***A14.14. PERSONALLY PROCURED TRANSPORTATION AND/OR NTS OF HHG WITHOUT PRIOR APPROVAL.** Payment of a monetary allowance may be authorized when

an event beyond a member's control prevents prior approval and issuance of Letter of Non-availability or DD Form 2278 for a personally procured HHG transportation and/or NTS move. The member must have accomplished all other aspects of the personally procured move procedures i.e., obtained necessary weight tickets or qualified for constructed weight; and, possessed a valid authority (special order or funded housing assignment/termination authorization) prior to accomplishing the move (see A14.7.) A monetary payment may also be authorized in other cases when a member cannot obtain weight tickets because of unusual circumstances (i.e., weight tickets lost or stolen).

*A14.14.1. Approval authority for the above circumstances is delegated to the Traffic Management Officer, or equivalent. The use of constructed weights to authorize payment of monetary allowance under these circumstances is authorized. When these operations are contracted, the functional Director (Government personnel) having oversight of the contracted operations must approve/disapprove use of constructed weights.

*A14.14.2. Any questionable case may be forwarded to the applicable MAJCOM for review and appropriate action.

***A14.15. FINAL SETTLEMENT/PPM CLOSEOUT.** Operating expense receipts are not required for submission to finalize settlement of a personally procured move. However, it is the member's responsibility to retain moving expense records IAW with IRS regulations. Monies paid in addition to actual moving expenses may be taxable.

*A14.15.1. In the event the PPM is performed in conjunction with a Government-arranged move, PPSOs/PPPOs should suspense the final PPM closeout until the actual weight of the Government-arranged move is known in order to prevent overpayment of the PPM. The PPSO/PPPO shall adjust the final weight on the PPM to the actual weight moved or remaining weight after the Government-arranged move is subtracted from the maximum JFTR weight allowance.

*A14.15.2. Personally Arranged (PPSO not available). The member must submit the following:
Personally Procured Checklist

DD Form 1351-2

Copy of order

Copy of Letter of Non-Availability from PPSO/PPPO

Copy of receipts

Weight tickets or weight estimator if constructive weight is approved. **

*A14.15.3. Personally Procured (PPSO available). Member must submit the following:

Personally Procured Checklist

DD Form 1351-2

Copy of order

DD Form 2278 (Must be completed by the PPSO/PPPO indicating the actual constructed cost)

Copy of receipts - Original receipts to be held by member for income tax purposes.

Expenses listed on DD 1351-2 or Checklist.

Weight tickets or weight estimator if constructed weight is approved. **

**For weight ticket requirements see A14.7.

*A14.15.4. Submission of paperwork for final settlement payment. The certifying PPSO/PPPO forwards 1 copy of certified DD Form 2278 and the member's order to: PPA HQ (ECAAF), 613 Northwest Loop 410, Suite 400, San Antonio, TX 78216-5518.

***FIGURE A14.1**

**SAMPLE LETTER OF NON-AVAILABILITY
GOVERNMENT PROCURED TRANSPORTATION AND/OR NTS NOT AVAILABLE**

MEMORANDUM FOR FINANCIAL SERVICES OFFICE

FROM:

SUBJECT: Government Procured Transportation and/or NTS Not Available

1. Members' Name, Rank, Social Security Number, and Branch of Service.
2. Authorized movement from _____ to _____.
3. Members maximum authorized weight allowance is _____. Previous shipment under this order YES/NO.
(If yes, list all previous shipments to include origin area and estimated weight. Identify the member's remaining authorized weight.)
4. An advance payment of a monetary allowance equal to the carrier's written estimate is authorized per JFTR, par. U5319, item 1
 - a. If you exceed your authorized JFTR weight allowance, you are liable for the excess costs associated with the shipment and/or storage of the excess weight.
5. Recommend you purchase carrier liability not less than \$4.00 multiplied by the net weight of your shipment or storage. Claims for loss and damage must be filed directly with the carrier.
6. Storage-In-Transit (SIT) is authorized for 90 days. If an additional 90 days is required, it must be authorized (in advance) or approved (after the fact) by the PPSO/PPPO for you to be reimbursed for it.
7. Estimated Constructed Cost:
Estimated Shipment/NTS Weight: _____
Estimated Shipment/NTS Cost: _____
Estimated 90 days SIT Cost: _____
8. Actual Constructed Cost.
Actual Shipment/NTS Weight: _____
Actual Shipment/NTS Cost _____
Actual SIT Cost: _____
9. You are authorized reimbursement of all charges associated with move including SIT up to maximum JFTR weight allowance. (Difference in estimated and actual invoice cost.)
10. Final settlement requires:
 - ☐ DD Form 1351-2
 - ☐ Copy of Order
 - ☐ Copy of this signed letter with the disbursing office's endorsement or advance voucher if applicable.
 - ☐ Copy of the original paid invoice
 - ☐ Copy of the certified weight tickets
11. Certification of Estimated Cost: _____
PPSO/PPPO Signature Date _____
12. Certification of Actual cost: _____
PPSO/PPPO Signature Date _____